

Reporting Of Safe Deposit Boxes and Safekeeping Items

- Unclaimed safe deposit box (SDB) contents and other property held in safekeeping (collectively, safekeeping items) are to be reported by November 1.
- Do not send safe deposit box contents or safekeeping items on November 1. Safekeeping items should not be remitted until specific direction is received from the State Treasurer's Office.
- Coins and currency should not be deposited and must be reported as held.
- Unpaid box rental fees, lock drilling and other charges may not offset against safekeeping items.
- A separate report must be filed for safekeeping items; do not commingle safekeeping items and intangible property.
- Electronic reporting of safekeeping is required to maintain the integrity of the contents being remitted.
- Provide accurate and detailed descriptions of the contents to avoid discrepancies. The State Treasurer's Office will contact you if the descriptions do not adequately reflect what is remitted.

Detailing and Itemizing Unclaimed Safekeeping

Open all sealed envelopes/containers to obtain an accurate description. The following examples are intended to assist you in creating item descriptions for reporting purposes:

Papers	<p>Will of John Doe</p> <p>Birth Certificate of John Doe</p> <p>Abstract of home located 123 Main St</p> <p>Miscellaneous papers of no value (i.e. – receipts, letters, tax documents, car titles, insurance policies, empty envelopes). You may combine these and report them as one item.</p>
Securities	<p>American Company, Certificate #ABC123, 600 shares, registered to John Doe</p> <p>\$50 US Series E savings bond #Q6349724P for John Doe</p>
Cash/Coin	<p>12 wheat pennies</p> <p>5 buffalo nickels</p> <p>20 Mexican pesos</p> <p>40 nickels</p> <p>10 - \$1.00 bills</p> <p>73 Jefferson nickels</p> <p>1 coin wrapper containing 50 US pennies (indicate if original wrapper is empty).</p>
Valuables/Other	<p>6 gold colored necklaces</p> <p>1 gold colored pocket watch</p> <p>1 gold colored ring with 5 clear stones</p> <p>1 pair screw back earrings with clear red stone</p>

Safekeeping Property Type Codes

ABST - Abstracts
BILL - US Paper Currency
CERT - Birth Certificate
COIN - US Coins
FLAT - Flatware/Silverware
FORE - Foreign Coin/Currency
JEWL - Jewelry
MISC - Miscellaneous Papers of No Value
MMDL - Military Medal
MSVL - Miscellaneous Items of Value
PHOT - Photos
STCK - Stock Certificate
STMP - Stamp
SVBD - Savings Bond
WEP - Guns/Knives/Weapons
WILL - Will
WTCH - Watch

Do not remit firearms or hazardous material without going through the following steps:

1. Contact the State Treasurer's Office before remitting.
2. Contact local law enforcement authorities and explain the situation.

Delivery of Safe Deposit Box Contents and Safekeeping Items

Safe deposit boxes or safekeeping items may not be delivered until the business receives direction in writing from the State Treasurer's Office to remit the contents. Direction will be issued the following March from the Treasurer's receipt of the safekeeping report.

The State Treasurer's Office will send letters of notification. When notification is received, all boxes or items are to be sent in their entirety.

Reporting businesses are responsible for ensuring the tangible property is delivered to the State Treasurer's Office. It is in the reporting business's best interest to have tangible property sent registered via USPS, courier or hand delivered so a confirmation of delivery may be obtained.

Delivery Address

Iowa Unclaimed Property SDB
Lucas Office Building
321 E12th Street
Des Moines, Iowa 50319